

**Govalle/Johnston Terrace Neighborhood Plan Contact Team**  
***“Strength Through Unity”***

**TEMPLATE-BASED BYLAWS**  
**(Pursuant to City Staff Edits as of March 20, 2017)**

Section 1— Definition

- A. The neighborhood plan contact team (NPCT) means the individuals, *i.e.*, the general membership, designated to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any existing or future neighborhood associations.
- B. This organization shall be known as the Govalle/Johnston Terrace Neighborhood Plan Contact Team (Govalle/Johnston Terrace NPCT).
- C. When reference is made herein to the Contact Team Executive Team, it means the Executive Committee, not the general membership of the NPCT.

Section 2—Roles & Responsibilities

- A. The role of the Govalle/Johnston Terrace NPCT shall be to review and make recommendations on all proposed amendments to the adopted Govalle/Johnston Terrace Neighborhood Plan and to support implementation of the plan.
- B. When appropriate the Govalle/Johnston Terrace NPCT may decide to initiate a plan amendment.
- C. When appropriate the Govalle/Johnston Terrace NPCT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle.
- D. The members of the NPCT serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- E. It is also the responsibility of the Govalle/Johnston Terrace NPCT to work on behalf of all stakeholders in the neighborhood planning area.
- F. Govalle/Johnston Terrace NPCT is also an educational neighborhood planning organization whose purpose is to raise community awareness and increase participation of the Neighborhood planning process, to review and make recommendations regarding Govalle/Johnston Terrace NPCT Neighborhood Plan amendments, and to address environmental, economic, health and cultural impacts of land use and community development.
- G. The role of the General Membership of the Govalle/Johnston Terrace NPCT is to advise and participate in Executive Committee and freely participate in all Govalle/Johnston Terrace Team activities, including participation in the consensus-building conversations with the Executive Committee.
- H. The role of the Contact Team Executive Committee is to assist the Govalle/Johnston Terrace NPCT in carrying out its duties as listed above, including functions for a plan contact team as described in Austin City Code, Title 25, Article 16 for the Govalle/Johnston Terrace NPCT Neighborhood. The Govalle/Johnston Terrace NPCT, through the Contact Team Executive

Committee may also comment on all zoning changes, ordinances, developments and issues impacting the neighborhood planning area and make recommendations. The Contact Team Executive Committee serves as the executive members and decision-making body of the Govalle/Johnston Terrace NPCT. No member of the Govalle/Johnston Terrace NPCT or the Contact Team Executive Committee shall purport to represent the Govalle/Johnston Terrace NPCT or the Contact Team Executive Committee unless authorized to do so by the Govalle/Johnston Terrace NPCT Chair. The Contact Team Executive Committee will work on behalf of the stakeholders in the neighborhood planning area.

### Section 3—Boundaries

- A. Boundaries related to the Govalle/Johnston Terrace NPCT are defined by the City of Austin’s Govalle/Johnston Terrace Neighborhood planning area, as shown on the attached map.

### Section 4—Membership of the Govalle/Johnston Terrace NPCT

- A. General Membership of the Govalle/Johnston Terrace NPCT shall to the greatest extent practicable include at least one representative from each of the following groups within the Govalle/Johnston Terrace neighborhood planning area
  - 1) Property owners
  - 2) Residential renters
  - 3) Business owners
  - 4) Neighborhood organization members owning or renting property within the neighborhood plan area.
- B. No member shall purport to represent the Govalle/Johnston Terrace NPCT unless authorized to do so by the Govalle/Johnston Terrace NPCT Chair.
- C. Each member of the Govalle/Johnston Terrace NPCT shall be provided a copy of the adopted Govalle/Johnston Terrace NPCT by-laws upon request.

### Section 5—Removal of Members from the Govalle/Johnston Terrace NPCT.

- A. Any Govalle/Johnston Terrace NPCT member who no longer meets the membership criteria of Section 4A shall be removed from the Govalle/Johnston Terrace NPCT.
- B. An individual’s membership on the Govalle/Johnston Terrace NPCT shall lapse on the three successive absence unless there are extenuating circumstances that have been communicated to the Govalle/Johnston Terrace NPCT Chair.
- C. Any member of the Executive Committee who no longer meets the membership criteria shall be removed from the Executive Committee. An Individual’s membership on the Executive Committee shall lapse on the 3<sup>rd</sup> successive absence

from a regular meeting unless there are extenuating circumstances that have been communicated to the Executive Committee Chair.

- D. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.
- E. Officers who do not fulfill their duties may be removed by the will of the Executive Committee. See also Section 11 below.

## Section 6— Decision Making

- A. Decision Making Method. Decisions of the Govalle/Johnston Terrace NPCT will be made by a vote, according to the following rules:
  - a. The Govalle/Johnston Terrace NPCT shall make decisions by consensus or by majority rule. In case of deadlock, the Chair shall have the discretion to call for a vote, but only as a last resort. All eligible members, who do not have a conflict of interest, shall be granted the right to participate and vote in the proceedings of the Govalle/Johnston Terrace NPCT. The names of eligible members participating in decision-making shall be noted in the minutes;
  - b. Any member who is present at the meeting and eligible to vote as described under Subsection 6.B, Eligibility, gets to participate in consensus and to vote; and
  - c. One vote per property owner regardless of the number of properties owned in the planning area.
  - d. Meetings of the Executive Committee shall be open to the general membership of the Contact Team and the general public and may participate in discussion, but only eligible Plan Contact Team members participate in decision-making.
- B. Eligibility. The ability to participate in decision-making shall be granted to any member who:
  - 1) meets the membership criteria as outlined in Section 4;
  - 2) has attended a total of 2 Govalle/Johnston Terrace NPCT meetings (Members shall be able to participate in decision-making at the beginning of the 3rd meeting); and
  - 3) is at least 18 years of age.
- C. Quorum. A quorum of eligible members of the Govalle/Johnston Terrace NPCT must be present in order to make a decision at an Govalle/Johnston Terrace NPCT meeting. A quorum constitutes three (3) neighborhood association members, one (1) community organization and/or coalition member, one (1) business member, and one (1) Contact Team Executive Committee member.
- D. The names of eligible members participating in decision making shall be noted in the minutes.

## Section 7—Meetings

- A. Meetings of the Govalle/Johnston Terrace NPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only eligible members of the NPCT, as defined under Subsection 6.B, are allowed to participate in decision-making.
- B. The Govalle/Johnston Terrace NPCT shall meet at least four (4) times each year, with its first meeting in September at the PODER office located at 4926 A East Cesar Chavez, 78702. The Executive Committee will designate its regular meeting place and include the meeting location in its notice of meetings. Meetings will be convened on an as-needed basis by the Chair in response to plan amendment requests submitted to the City of Austin for review beginning in July of each year. The meeting schedule shall be determined by the accommodation of the process to review and complete negotiations as necessary.
- C. The Govalle/Johnston Terrace NPCT shall meet at least once per year to elect officers.
- D. Members may be allowed to participate in meetings remotely via teleconference, video conference, or on-line meeting technology whenever possible.
- E. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Govalle/Johnston Terrace NPCT and shall be forwarded to the Planning and Zoning Department upon request.

## Section 8—Meeting Notification

- A. At a minimum, meeting notification will be publicized through:
  - a. Direct notification of all Contact Team members (including voting and non-voting) via e-mail, phone, listserve, or Contact Team website;
  - b. The meeting schedule shall be described in the Community Registry entry for the Contact Team; and
  - c. Meeting notification shall be provided to City staff for dissemination to the general public through a centralized Contact Team website, or other means.
- B. All meetings will also be publicized in the neighborhood using whatever reasonable means are available, for example: flyers, signs, newsletters, and/or neighborhood listserves.
- C. Notice of regular meetings of the Govalle/Johnston Terrace NPCT, including the purpose of the meeting, will be made at least 7 days before the meeting (with not less than 1-days notice for specially called meetings) through (1) direct notice to members via email, phone, list serve, website, or other reasonable means; (2) included in the Community Registry entry for the Govalle/Johnston Terrace NPCT, and with notice to appropriate City staff. All meetings will also be publicized in the neighborhood using reasonable appropriate means. If election of officers will be held at a meeting, the known candidates for the offices will be listed in the meeting notice. Approved minutes of meetings and sign-in-sheets, as a record of attendance are kept for all meetings of the Govalle/Johnston Terrace NPCT.
- D. The meeting notice will include a meeting agenda.

- E. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

#### Section 9—Officers and Duties

- A. The Executive Committee shall elect a Team Chair, First Vice-Chair, Second Vice-Chair, and Secretary.
- B. CHAIR: The Chair is responsible for the operation of the Contact Team and the Executive Committee, conducting meetings, and generally overseeing the business of the Team. The Chair has the primary responsibility to coordinate with City of Austin planners on Neighborhood Plan issues.
- C. VICE-CHAIR: The Vice-Chair shall assist the Chair in preparing for and conducting meetings and to assume the duties of the Chair when required. The FIRST VICE-CHAIR and SECOND VICE-CHAIR shall, in that order, assist in carrying out the duties of the VICE-CHAR as called upon to do so.
- D. SECRETARY: The Secretary maintains and make available all written records, including annually submitting to the City of Austin Planning and Zoning Department a list of current officers and members of the Plan Contact Team. The Secretary will also submit Bylaws and Bylaws Amendments to the Austin Planning and Zoning Department.
- E. Any Executive Committee member may resign at any time by delivering a written resignation letter to any Govalle/Johnston Terrace NPCT officer.

#### Section 10—Election and Term of Officers

- A. Officers will be elected by the Govalle/Johnston Terrace NPCT using the decision-making process described under Section 6.
- B. Information about candidates for Officers will either be listed on the agenda of the meeting at which a vote will occur or otherwise made available to members prior to the vote.
- C. The Chair or Secretary will notify the Planning and Zoning Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.

#### Section 11—Removal and Vacancies of Officers

- A. Any elected officer may be recommended for removal from office for not fulfilling their duties as per Section 9. Removal shall be considered by the Govalle/Johnston Terrace NPCT and shall require (a two-thirds vote) of members eligible to vote and present at a meeting of the Govalle/Johnston Terrace NPCT, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled

meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

#### Section 12—Executive Committee

- A. The Executive Committee membership shall be no less than seven (7) and no more than eleven (11) members, with a quorum constituting a majority of the Executive Committee. Eligibility for Executive Committee membership will be, to the greatest extent practicable, at least one representative from the Govalle/Johnston Terrace Neighborhood Planning area who is (a) a property owner, (b) a resident renter, (c) a business owner, and (d) a neighborhood organization member who owns or rents property within the planning area. Nomination for new Executive Committee members will be made by neighborhood association members, by any member or the Executive Committee, or by written application of any resident or business owner in the Govalle/Johnston Terrace Neighborhood Planning area, or by Neighborhood organization members owning or renting property within the neighborhood plan area. Nominees will be vetted by the Contact Team Executive Committee and accepted or rejected by the Govalle/Johnston Terrace NPCT by acclamation or by majority rule by the next meeting. Executive Committee members shall have a regular term of four (4) years without limitation on the number of consecutive terms a Plan Contact Team member may serve.
- B. Upon resignation of an Executive Committee member, the Chair shall then accept any nominations from the Executive Committee or general membership, or designate a replacement for the remainder of that term.
- C. See also, Section 2.H above.

#### Section 13—Committees

- A. Committees shall be organized and appointed by the Chair, with an Executive Committee member as Chair of that subcommittee. Any resident may serve on a committee, with preference given to the affected residents, business or property owners most directly affected by a The Govalle/Johnston Terrace NPCT decision.

#### Section 14—Finances

- A. Govalle/Johnston Terrace NPCT does not require or accept dues of its membership, and may be supported only with in-kind donations that do not create a conflict of interest as described herein.

#### Section 15—Conflict of Interest

- A. A conflict of interest occurs when the person at issue has a substantial interest in a project that requires a plan amendment. “Substantial Interest” means, (1) the person owns at least a part of or is invested in the property or the business developing the property, (2) the person has worked for someone involved in the

project over the past year, (3) the person has a business that would directly benefit from the project, (4) the person serves on a board of directors, corporate officer, or a board overseeing the project, or (5) the person owes money to someone formally involved in the project.

- B. When a member of the Govalle/Johnston Terrace NPCT has a conflict of interest, as herein defined, that member (a) must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the Director of the Planning and Zoning Department, and (b) may speak on the issue, but that person may not participate in the decision making by the Govalle/Johnston Terrace NPCT on the issue of the project or plan amendment.

#### Section 16—Amendments

- A. Amendments to the Bylaws shall be recommended to the Govalle/Johnston Terrace NPCT by consensus of the Executive Committee or, when necessary, by a majority vote. Amendments will be proposed at one meeting of Govalle/Johnston Terrace NPCT general membership before being adopted at a subsequent meeting of the Govalle/Johnston Terrace NPCT general membership. Amendments may be proposed only by the members of the Executive Committee at a called meeting of the Govalle/Johnston Terrace NPCT.

#### Section 17—Effective Date

- A. These Bylaws were adopted at a legally convened meeting by the Govalle/Johnston Terrace NPCT on March 20, 2017 to be effective on March 21, 2017.

(Attached: Govalle/Johnston Terrace NPCT Boundary Map)

# Introduction

The Govalle/Johnston Terrace Neighborhood Planning Area is located in East Austin. Its boundaries are:

- Pleasant Valley and Webberville Roads to the west
- Oak Springs, Airport and the Austin and Northwestern railroad to the north
- US 183 to the east, and
- the Colorado River to the south.

The map below shows the boundaries of Govalle/Johnston Terrace Combined Planning Area.

